

Parma Town Board meeting held on Tuesday, July 20, 2021, at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, NY.

ATTENDANCE

Supervisor	Jack Barton
Councilperson	James Roose
Councilperson	Blake Keller
Councilperson	Linda Judd
Councilperson	Stephen Zajac
Town Clerk	Carrie Fracassi
Building Department	Mark Lenzi
Dir. of Parks and Recreation	Tom Venniro (excused)
Highway Supt.	Jim Christ

OTHERS IN ATTENDANCE

Mike Lonville, Special Police Captain, David Ciufu, Janene Swanson and other unidentified members of the audience.

CALL TO ORDER

Supervisor Barton called the meeting to order at 6:30 p.m. and led those present in the Pledge of Allegiance to the Flag, followed by a moment of silence. Emergency exit procedures were noted.

Supervisor Barton recognized Ellen Carr, longtime resident, businesswomen and Public Servant in the Town of Parma. Ms. Carr has lived most of her 80 years as a resident in the Town; her family moved here in 1948. She sat on the Zoning Board of Appeals and worked every election as a polling inspector also volunteering for many organizations. She has been a dedicated member and servant to the Town and community for over 50 years and for that the Town is grateful.

REGULAR MEETING MINUTES – JUNE 15, 2021

RESOLUTION No. 186-2021 Motion by Councilperson Judd, seconded by Councilperson Roose, to accept the Minutes of the regular meeting held on June 15, 2021, as presented.
Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

TOWN CLERK REPORT

The Town Clerk reported the Town Clerk and VFW Reports for June have been submitted to the Supervisors Office. Hunting Licenses will go on sale in the beginning of August and Taxes will start shortly after that.

HIGHWAY DEPARTMENT REPORT

Supt. Christ reported they have four more weeks of County work; they will focus on Town roads after that. The project on Hill Road has been completed.

BUILDING DEPARTMENT REPORT

Mark Lenzi reported their office has received a lot of calls and emails regarding 442 Trimmer Road. The Town Attorney is working on the motion to take this matter to Supreme Court. Mr. Lenzi and Mr. Fritz went to the property to talk to the owner; but they did not answer the door. They reached out to the Health Department and are waiting for a call back.

PARKS AND RECREATION REPORT

There was no report.

LIBRARY REPORT

Amy Hogue, Library Director, said the library and programs have been very busy.

MISCELLANEOUS REPORTS

PUBLIC FORUM

Supervisor Barton asked if there were any citizens who would like to address the Town Board with any concerns. There was none.

BUSINESS ITEMS

1237 & 1249 WEST AVENUE - PIPE DITCH

RESOLUTION NO. 187-2021 Motion by Councilperson Keller, seconded by Councilperson Judd, to approve the request for 1237 West Avenue to have the Parma Highway Department enclose a ditch in front of this property and provide maintenance.
Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

RESOLUTION NO. 188-2021 Motion by Councilperson Roose, seconded by Councilperson Judd, to approve the request for 1249 West Avenue to have the Parma Highway Department enclose a ditch in front of this property and provide maintenance.
Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

SET PUBLIC HEARING - LAKESHORE SANITARY SEWER BOND

RESOLUTION No. 189-2021 Motion by Councilperson Judd, seconded by Councilperson Roose, to schedule a Public Hearing for August 17, 2021, at 7:00 pm at the Town of Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, NY to discuss the Lakeshore Sanitary Sewer Bond. Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

ZONING BOARD RESIGNATION - TIM THOMAS

RESOLUTION NO. 190-2021 Motion by Councilperson Keller, seconded by Councilperson Judd, to accept with regrets the resignation of Tim Thomas from the Zoning Board of Appeals effective immediately. Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

LIBRARY RESIGNATION - LINDA DIMINO

RESOLUTION NO. 191-2021 Motion by Councilperson Judd, seconded by Councilperson Roose, to accept with regrets the resignation of Linda Dimino from the Library effective July 2, 2021. Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**462 PARMA CENTER ROAD MEETING HOUSE REPAIRS -
SEQR DETERMINATION**

Supervisor Barton reviewed the application and determined that because the project is for maintenance/repairs and involves no substantial changes to an existing structure/facility this project would be a Type II action, no further review required.

RESOLUTION NO. 192-2021 Motion by Councilperson Keller, seconded by Councilperson Roose, to determine this project as a Type II action, no further review is required. Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

COURT ATTENDANT RESIGNATION - ROBERT WELCH

RESOLUTION NO. 193-2021 Motion by Councilperson Roose, seconded by Councilperson Judd, to accept with regrets the resignation of Robert Welch as a Court Attendant effective June 29, 2021. Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**ROAD DEDICATION - FERRANTE SUBDIVISION;
HUNTERS CROSSING**

RESOLUTION NO. 194-2021 Motion by Councilperson Keller, seconded by Councilperson Roose, to accept the road dedication of Ferrante Subdivision; Hunters Crossing.

Upon reading and filing the application of Home Pride Builders & Developers Inc., dated, and acknowledged July 20, 2021, and the deed of said applicant, dated and acknowledged the 25th day of June 2021, dedicating, releasing, and conveying to the Town of Parma, the highways in the Ferrante Subdivision, as shown on map of said subdivision filed in Monroe County Clerk's Office in Liber 356 of Maps at page 32.

IT IS RESOLVED, that in accordance with the provisions of Section 171 of the Highway Law of the State of New York, consent be and the same hereby is given that the Town Superintendent of Highways of the Town of Parma make an order lying out and accepting for dedication the aforesaid town highways, consisting of lands described in the aforesaid deed; and it is further

RESOLVED that the Town Clerk be, and she hereby is directed to forthwith cause such deed to be recorded in the Office of the Clerk of the County of Monroe, and upon its return, to attach it hereto.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**ROAD DEDICATION – WALNUT GROVE SUBDIVISION;
CALEBS TRAIL**

RESOLUTION NO. 195-2021 Motion by Councilperson Roose, seconded by Councilperson Zajac, to accept the road dedication of Walnut Grove Subdivision; Calebs Trail.

Upon reading and filing the application of Home Pride Builders & Developers Inc., dated, and acknowledged July 20, 2021, and the deed of said applicant, dated and acknowledged the 26th day of June 2021, dedicating, releasing, and conveying to the Town of Parma, the highways in the Ferrante Subdivision, as shown on map of said subdivision filed in Monroe County Clerk's Office in Liber 349 of Maps at page 71.

IT IS RESOLVED, that in accordance with the provisions of Section 171 of the Highway Law of the State of New York, consent be and the same hereby is given that the Town Superintendent of Highways of the Town of Parma make an order lying out and accepting for dedication the aforesaid town highways, consisting of lands described in the aforesaid deed; and it is further

RESOLVED that the Town Clerk be, and she hereby is directed to forthwith cause such deed to be recorded in the Office of the Clerk of the County of Monroe, and upon its return, to attach it hereto.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

ADVERTISE FOR BUILDNG DEPARTMENT STAFF

Mark Lenzi said the Town is having a hard time getting applications for the open position in the Building Department. They discussed the Building Department being understaffed for many years and to maintain quality work with less chance of missing things Mr. Lenzi needs to bring someone in. He thinks the Town may get more applications and certified applicants if they brought the pay in line with other Towns.

RESOLUTION NO. 196-2021 Motion by Councilperson Zajac, seconded by

Councilperson Roose, to approve the advertising for a full-time Building Inspector/Fire Marshall with a salary ranging from \$42,000.00 to \$50,000.00 a year.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

TOWN BOARD RESIGNATION – STEVE ZAJAC

Jack Barton noted that Councilperson Zajac is moving out of the area and has submitted his resignation from the Board effective August 9, 2021.

RESOLUTION NO. 197-2021 Motion by Councilperson Judd, seconded by Councilperson Roose, to accept with great regret the resignation of Steve Zajac from the Parma Town Board effective August 9, 2021.

Motion carried: Aye 4 (Barton, Roose, Keller, Judd) Nay 0 Abstain 1 (Zajac)

APPRAISAL QUOTES – 165 COLLAMER ROAD

Supervisor Barton said that the Town and Village are looking to jointly purchase 165 Collamer Road to be used to store equipment and materials. The property is currently zoned Medium Residential, and the use is allowed with a Special Permit. The three quotes for the cost to complete an appraisal on the property are as follow:

Appraisal Office	\$ 600.00
Midland Appraisal Associates	\$ 800.00
Rynne, Murphy & Associates	\$3,500.00

RESOLUTION NO. 198-2021 Motion by Councilperson Keller, seconded by Councilperson Judd, to accept the proposal of John C. Geisler, Appraisal Office, as the low bid in an amount not to exceed \$600.00.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

GRANT APPLICATION – COURT OFFICE

Supervisor Barton said the Court Office would like to apply for a grant to repair or replace the dividing door between the court and meeting room. The Court stores their credit card machines, laptop and printer in the Court and they need to be secured. In the past the divider door would be opened and closed depending on the needs of the Town/Court. That door is becoming harder to open and takes more than one person to accomplish.

RESOLUTION NO. 199-2021 Motion by Councilperson Zajac, seconded by Councilperson Keller, to authorize the Court Office to make application for a grant to address the divider door in the Court Office/Meeting Room.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

STREETLIGHT UPGRADE – LED

Mark Lenzi said that he talked to RGE about putting lights into a subdivision. RGE informed him that all lights being put in are LED lights and that there is a program to upgrade all streetlights to LED. There would be approximately a \$1,996.00 cost savings to the Town per year. The Board is in favor of the LED lights. There was discussion about soft white vs. bright white lightbulbs.

RESOLUTION NO. 200-2021 Motion by Councilperson Roose, seconded by Councilperson Judd, to enter into an Agreement with RGE to replace the streetlights in the Town of Parma outside the Village with LED lights in an amount not to exceed \$4,619.98.
 Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

BUDGET TRANSFER

RESOLUTION NO. 201-2021 Motion by Councilperson Keller, seconded by Councilperson Zajac, to approve the budget transfer as presented in the amount of \$10,000.00.

BUDGET TRANSFER

July 2021

ACCT #	FROM DESCRIPTION	AMT.	ACCT #	TO DESCRIPTION	AMT.	REQUESTED
SDO 485.2776.00	Miscellaneous Revenue	\$10,000.00	SDO 585.8540.400.00	Drainage Expenses	\$10,000.00	Christ
		10,000.00			10,000.00	

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

PREPAID CHECKS

RESOLUTION No. 202-2021 Motion by Councilperson Roose, seconded by Councilperson Judd, to approve the prepaid checks listed below.

JULY PREPAIDS

VENDOR CODE	ACCOUNT CODE	DATE	CASH CODE	CHECK NUMBER	AMOUNT	DESCRIPTION	TRANSACTION
Mary Gavigan	AOO 513.1310.450.00	07/09/21	Z99 1.110	1332	36.00	Mileage-petty cash	
Kathryn Dishong	AOO 511.1110.450.00	07/09/21	Z99 1.110	1332	20.00	Mileage-petty cash	
Carrie Fracassi	AOO 514.1460.450.00	07/09/21	Z99 1.110	1332	15.90	Mileage-petty cash	
Sherry Farrell	AOO 570.7610.492.04	07/09/21	Z99 1.110	1332	8.00	Senior gifts-petty cash	
MCWA	AOO.516.1620.444.00	07/12/21	Z99 1.110	1333	656.23	Service March-June	
MCWA	AOO.576.7520.444.00	07/12/21	Z99 1.110	1333	22.80	Service March-June	
MCWA	AOO.575.7520.444.00	07/12/21	Z99 1.110	1333	73.36	Service March-June	

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

STANLEY SECURITY – FIRE EQUIPMENT ADD-ON

Supervisor Barton said this has been discussed at the last couple meetings and the system is up and running. Regarding the additional fire equipment, he feels there was confusion by Stanley and the Town during the walkthrough and he is recommending that the Town split the additional \$12,000.00 cost with Stanley. The Town received more fire equipment than required by code which is not a bad thing. Councilperson Judd feels it is not the Town's job to make up the difference when the company made the mistake. They looked at the building and should have known what they were looking at.

RESOLUTION No. 203-2021 Motion by Councilperson Zajac, seconded by Councilperson Keller, to pay half of the additional cost for fire equipment in an amount not to exceed \$6,000.00. This will come out of the Town Hall Improvement Line.

Motion carried: Aye 4 (Barton, Roose, Keller, Zajac) Nay 1 (Judd)

PART-TIME SUMMER RECREATION STAFF APPOINTMENT/RATE APPROVAL

This Agenda items requires no action at this time and will be discussed at a future meeting if the need arises.

2021 TOWN CELEBRATION FIREWORKS

The Town is offering a Town Celebration on August 27, 2021 and Mr. Venniro is hoping to offer Fireworks for the celebration like previous years. Many residents have inquired about this. He provided two quotes to the Board from Young Explosives. One quote for \$5,000.00 and one for \$7,500.00. This company is the same company that has provided this service to the Town for many years. They are the only local company to provide this service and he would like to procure approval to secure their services again. He has been able to secure event sponsorship in the amount of \$2,950.00 and has asked for additional support from Wegmans who has sponsored the event in recent years. Recreation has money in their budget for this event.

RESOLUTION No. 204-2021 Motion by Councilperson Judd, seconded by Councilperson Roose, to approve the contract with Young Explosives in an amount not to exceed \$7,500.00 for End of Summer Fireworks on August 27, 2021.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

406 HUFFER ROAD – UNSAFE STRUCTURE

Supervisor Barton explained that this barn/garage sits very close to the road, is covered with greenery and is in a state of disrepair. The stuff inside is what is holding the structure up. He

would like approval to start the process for unsafe structures, which would begin with obtaining an engineer's report either from the homeowner or the Town would get one done and it would be charged back to the homeowner.

RESOLUTION No. 205-2021 Motion by Councilperson Judd, seconded by Councilperson Keller, to authorize the Building Department to start the process to declare an unsafe structure at 406 Huffer Road in accordance to the Town of Parma Town Code.
Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

MISCELLANEOUS

Town Server – Comtec, IT Company, has found that the Town Server is out of warranty and needs to be replaced. They provided a quote for the new server in the amount of \$9,011.00. Supervisor Barton is going to check into any available state contracts for a lower price but would like a resolution so the Town can move on this as soon as possible. Because we have a service contract with Comtec we do not need to go out to bid.

RESOLUTION No. 206-2021 Motion by Councilperson Roose, seconded by Councilperson Judd, to approve the replacement of the server at the Town Hall in an amount not to exceed \$9,011.00.
Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

Historical Building SonicWall – There are cameras on the Historical Building and the video from those go into the Historical Building computer which is not connected to the server so they cannot be viewed. The Town needs to add a SonicWall as a temporary fix to connect to the server. The Town will have to run fiberoptics in the future as a permanent fix.

RESOLUTION No. 207-2021 Motion by Councilperson Judd, seconded by Councilperson Zajac, to approve the purchase of the SonicWall TZ270W in an amount not to exceed \$902.00.
Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

INFORMATIONAL ITEMS

LAKESHORE PROJECTS

MRB is working with the DEC for permits for the Lakefront Sewer project. Possible start date in October. The Grant Disbursement has been approved for the East Wautoma project.

LIAISON REPORTS

**Councilperson Keller reported there were four applications at the last Zoning Board meeting. The July Zoning Board meeting is tomorrow.

****Councilperson Zajac reported the Special Police has been busy with the Carnival. The General Orders are being reviewed by the attorney. There was a meeting with the Special Police Administration Committee this week. They approved the procedures for the Committee, and they are working on the financial packet and hiring process.**

Mike Lonville, Captain, said he sent a report to Dr. Zajac, and it has been a pleasure to work with him. Mr. Lonville is happy with how things are going and looking forward to growing. He will be holding a presentation workshop in August/September for any interested members of the Town, Village, School and Fire Department to meet the members and better understand what the Special Police do and what training they have. He thanked Recreation, Building and Highway Departments for their help and said he is available if anyone needs to reach him.

****Councilperson Roose reported the Planning Board had some procedural things to discuss with Wilder Estates.**

****Councilperson Judd reported there was a meeting with the Assessor regarding the upcoming reassessment and when the Town should do a reval. The current housing market will drive assessments up so the recommendation from the Assessor would be to hold off a year to see if the market settles down.**

RESOLUTION No. 208-2021 Motion by Councilperson Roose, seconded by Councilperson Judd. The Town of Parma will not go through a reval in 2022.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

WARRANT

RESOLUTION No. 209-2021 Motion by Councilperson Keller, seconded by Councilperson Zajac to approve payment of AOO General Fund bills, in the amount of \$97,734.47.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

RESOLUTION No. 210-2021 Motion by Councilperson Zajac, seconded by Councilperson Roose to approve payment of BOO Part Town Fund bills, in the amount of \$13,952.59.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

RESOLUTION No. 211-2021 Motion by Councilperson Roose, seconded by Councilperson Judd to approve payment of DAO Highway Town Wide Fund bills, in the amount of \$1,349.33.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

RESOLUTION No. 212-2021 Motion by Councilperson Judd, seconded by Councilperson Keller to approve payment of DBO Highway Part Town Fund bills, in the amount of \$84,877.82.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

Town of Parma Town Board
July 20, 2021

10

RESOLUTION No. 213-2021 Motion by Councilperson Keller, seconded by Councilperson Zajac to approve payment of SDO Town Wide Drainage Fund bills, in the amount of \$10,322.62.
Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

RESOLUTION No. 214-2021 Motion by Councilperson Zajac, seconded by Councilperson Roose to approve payment of TAO Trust and Agency Fund bills, in the amount of \$629.09.
Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

The total to be paid is \$208,865.92

There was no further business before the Town Board, Councilperson Zajac made a motion to adjourn the meeting at 8:25 p.m., seconded by Councilperson Judd and all were in favor.

Respectfully submitted,



Carrie Fracassi
Parma Town Clerk